

**MINUTES  
Of the Water District 130 Meeting  
Tuesday 6, 2018  
Jerome Library**

**RECEIVED**

**JUN 13 2018**

DEPT OF WATER RESOURCES  
SOUTHERN REGION

The meeting was called to order at 2:00 pm by Randy McMillan. Phyllis Baird retired and Randy was nominated as Chairman for the 2018 meeting. Approximately 45 members and guests were in attendance.

Lynn Carlquist made a motion to nominate Karen Cummings to be the meeting Chairman for the 2019 meeting. The nomination was seconded and the motion was passed on a voice vote. Jana Reeder was nominated to be the meeting secretary; it was passed.

Randy McMillan read the 2017 meeting minutes Lynn Carlquist moved the minutes be accepted as read. It was passed on a voice vote.

Chairman McMillan proceeded to the selection of Advisory Committee members and Chairperson. After general member caucus, the following Advisory Committee members and alternates were identified:

Commercial, Industrial, and Municipal: Karen Cummings (Amalgamated), Dane Higdem (Glanbia)  
Alternates: Bryan Reiter (City of Burley), Faye Featherly (Dan Willie Enterprises), Bob Simpson (City of Carey)

Basin 37 groundwater irrigator: Maribeth Lopkin (Dept of Lands)  
Alternates: none

North Snake GWD: Lynn Carlquist  
Alternates: Bob Shepard

Magic Valley GWD: Dean Stevenson  
Alternates: Orlo Maughan

A & B irrigation: Dan Temple  
Alternates: Bart Webster

Spring Users: Gary Lemmon (Ten Springs), Jim Henderham (Sea Pac), Randy MacMillan (Clear Springs Foods), Kresta Davis Butts (IPCO), Stan Standal (B37)

Carey Valley GWD: Bob Simpson  
Alternates: none

Sub districts were invited to report on any activities. Lynn Carlquist reported on the Water Smart/Grant money and discussed flowmeters and variances. Lynn Carlquist then introduced Lynn Tomenagwa who discussed the grant money in more detail. Lynn also announced that the cutoff date for the grant money was set at January 20, 2018 expressing that unfortunately meters installed before that date were not eligible for any funding. Lynn Tomenagwa added that there may be some extra meter funding coming from the NRCS for the entire ESPA. A&B Irrigation District reported filing for a variance for all of their McCrometer propeller meters.

Watermaster Nathan Erickson and Lynn Carlquist gave Financial Report & Presentation of the Proposed Budget. Nathan reported there would be an estimated balance of \$21,104.89 on March 1, 2018. Budget and Resolutions were adopted then moved and seconded to be accepted by a voice vote.

The meeting was adjourned at approximately 3:00 p.m.

Respectfully submitted,  
Jana Reeder

**WATER DISTRICT NO. 130  
THOUSAND SPRINGS AREA  
2018 ADOPTED RESOLUTIONS**

The water users of the Thousand Springs Area Water District, designated as Water District 130, meeting at the annual district meeting on Tuesday, February 6, 2018 at Jerome, Idaho HEREBY ADOPT THE FOLLOWING RESOLUTIONS:

1. That the watermaster perform the duties as required by Chapter 6, Title 42, Idaho Code and in accordance with the duties described in the Final Order Creating Water District 130<sup>1</sup>, signed by the Director of the Idaho Department of Water Resources (IDWR), February 19, 2002.
2. The Idaho Department of Water Resources be elected to provide the watermaster services for Water District 130 and that the Director of IDWR appoint Nathan Erickson, an employee of IDWR, or other employees of IDWR as may be necessary, to serve as the watermaster for the ensuing fiscal year or as otherwise provided in Idaho Code § 42-608(4) and the Memorandum of Understanding dated February 13, 2009 and executed July 13, 2013.<sup>2</sup>
3. Lynn Carlquist be elected Water District 130 treasurer. The duties of the treasurer will be to approve expenses, oversee disbursement of Water District funds, and to prepare or authorize a review of financial affairs of the district at the end of each fiscal year, in accordance with Idaho Code Section 42-619.
4. The budget for Water District 130 for the fiscal year 2018 beginning March 1, 2018 and ending on February 28, 2019, be as follows: Sixty-two Thousand Six Hundred Ninety Dollars (\$62,690) for Watermaster duties, and Twelve Thousand Fifteen Dollars (\$12,015) for measuring and reporting of diversions not reporting to a subdistrict, for a total budget amount of Seventy Five Thousand Eight Hundred and One Dollars (\$75,801). An itemized budget sheet is attached. Carryover amounts from the budget of 2017 in the amount of \$21,100 will be used to offset the amount assessed in 2018.
5. The Watermaster of Water District 130 is hereby authorized to collect the assessments of the Water District in accordance with Idaho Code § 42-618.
6. Given that the water district cost for administering water for many water users is greater than their normal assessments would be based upon their total annual use of water, it is resolved that pursuant to Idaho Code § 42-612 (4) the watermaster of Water District 130 is authorized to assess a \$25 minimum charge for watermaster services for water users within his or her jurisdiction.
7. In accordance with Idaho Code § 42-612 (5), the assessment amount for each individual user as shown in the annual adopted budget shall constitute a final determination of the amount due for that year. In the computation of assessments, the watermaster shall use a 5-year rolling average of diversions for each water user.

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<sup>1</sup> Final Order Creating Water District 130 may be found on the IDWR website at [http://www.idwr.idaho.gov/WaterManagement/WaterDistricts/ThousandSprings/wd130\\_1000\\_springs.htm](http://www.idwr.idaho.gov/WaterManagement/WaterDistricts/ThousandSprings/wd130_1000_springs.htm)

<sup>2</sup> The executed Memorandum may be found on the IDWR website by visiting this link: <http://www.idwr.idaho.gov/WaterManagement/WaterDistricts/default.htm> and completing a Water District Records Search where Water District # = 130 and Four Digit Year = 2009.

8. Water users in Water District 130 who are not reporting annual diversions to one of the sub-districts created herein shall report diversions directly to the watermaster of Water District 130. A separate annual fee will be charged by Water District 130 for direct measurement and reporting; this fee will cover costs of periodic evaluation and certification of the measurement device or other method (typically every third year), plus the cost of annual year-end data collection for the diversion. Measurement and reporting fees will appear as a separate line-item charge on the Water District assessment statement. *Measuring and reporting charges paid either to a subdistrict or directly to Water District 130 will not be used to determine voting shares.*
9. An advisory committee shall be elected to provide input to the watermaster and the Director of IDWR. The number and composition of the advisory committee for the ensuing year shall total 12 seats as follows:
- 1 member of the North Snake Ground Water District;
  - 1 member of the Magic Valley Ground Water District;
  - 1 member of the Carey Valley Ground Water District;
  - 1 member of A&B Irrigation District;
  - 1 Basin 37 ground water irrigator
  - 2 ground water users holding commercial, industrial or municipal water rights;
  - 5 spring water users, with at least one representing Basin 37

Additional seats may be added to the committee in subsequent years depending on further revisions or expansions of the water district boundaries, to be determined annually. Each group represented will also select an alternate for each seat. Candidates will be voted on at caucus during the annual meeting. The advisory committee will meet as often as needed to address the structure, governance and operation of the district. Decisions or recommendations of the advisory committee must be made with at least 70% of advisory members present in favor.

10. The elected chair of the Advisory Committee for current Fiscal Year is Phyllis Beard. The water users of Water District 130 hereby empower the elected chairman of the advisory committee created herein to do the following as approved by the committee:

Enter into a Memorandum of Understanding between Water District 130 and the Department of Water Resources

Enter into a service contract between Water District 130 and any qualified party, in exchange for monetary compensation, as necessary and as authorized by the adopted annual budget.

Authorize and schedule external financial reviews as needed.

11. Water District 130 includes one or more ground water districts, irrigation districts, municipalities, or other geographical areas where the source of water or nature of water use is common among water right owners and users. Pursuant to the Order creating Water District 130, the following subdistricts are recognized within Water District 130:
- North Snake Ground Water District
  - Magic Valley Ground Water District
  - Carey Valley Ground Water District
  - A&B Irrigation District
  - City of Rupert
  - City of Burley
  - Thousand Springs Area
  - Basin 37 Area
12. The sub-districts designated above may have employees or agents who measure and report diversions to Water District 130, and who may provide other services to the sub-district. The Director of IDWR therefore may appoint employees or agents of the sub-districts as assistant watermasters for purposes of measuring and reporting water use to the watermaster of Water District 130. The water district watermaster and the Director of IDWR will provide direction and guidance to assistant watermasters for measuring and reporting of diversions in sub-districts, including but not limited to the following:
- a. Each sub-district shall prepare an annual report of diversion data to the water district watermaster in accordance with Idaho Code § 42-606, § 42-708, § 42-709, and the direction provided by the Director of IDWR.
  - b. Assistant watermasters from sub-districts shall cooperate and coordinate with the water district watermaster and IDWR in sharing water use information and in the investigation of water uses within sub-districts, including but not limited to investigation of water use to confirm reductions of water use when required, and confirm and report compliance of water use with valid water rights.
  - c. The regulation of diversions, including curtailment of diversions and other water right enforcement actions, shall be the primary responsibility of the water district watermaster or IDWR.
  - d. Sub-districts and sub-district assistant watermasters may cooperate and participate with the water district and IDWR in resolution of unauthorized diversions or other enforcement matters.
  - e. To the extent that sub-district assistant watermasters may otherwise be involved in the regulation or enforcement of diversions, such involvement will be under the instruction of the watermaster or the Director of IDWR.
13. The watermaster, working with the water district advisory committee, shall prepare a proposed budget prior to the annual meeting of the water users of Water District No. 130 in accordance with Idaho Code § 42-615, 42-612 and 42-605(A). It is resolved that the recognized costs of delivery of non-consumptive rights in Water District 130 shall be equal to one-half the approved administrative budget. Such costs shall be apportioned among non-consumptive diversions on a pro-rata basis.

14. The advisory committee shall make available a copy of the recommended resolutions, including the recommended budget, at least 5 (five) days prior to the annual meeting by posting the copy on IDWR's website. Any proposed changes to the resolutions made prior to the annual meeting will be highlighted. This shall not preclude any member from proposing any new resolution or proposing changes to resolutions at the annual meeting.
15. Current year assessments shall be due to Water District 130 on or before April 1 of each year.
16. All payments for assessments not received by January 1 of the year following the billing date shall accrue penalties in the amount of 10% of the charge plus interest in the amount of 1% per month, as of the April 1 due date and as provided pursuant to Idaho Code Section 42-617. It is resolved that the Watermaster is authorized pursuant to Idaho Code Section 42-618, to withhold or suspend deliveries of water to any water user who has not paid their assessment charges by January 1 of the year following the billing date.
17. The annual Water District 130 meeting shall hereafter be held on the first Tuesday of February, of each year unless the Director of IDWR should find it necessary to change the meeting date or unless changed by resolution of the district at any annual meeting.
18. The watermaster, deputy watermasters and watermaster assistants are authorized as employees of IDWR under Idaho Code § 42-1701(5) to make reasonable entry on lands within the district, in accordance with IDWR policy, to carry out the duties of the watermaster as instructed by IDWR.
19. In the event that a vote by shares pursuant to Idaho Code § 42-605 (4), is requested during any annual meeting, a credentials committee will be assembled to determine the number of votes cast by individual water users or by subdistricts. The credentials committee shall be comprised of the following parties:
  - a. the current Watermaster
  - b. the assistant Watermaster or a representative from each subdistrict present at the meeting, which is authorized to measure and report diversions
  - c. an IDWR representative

Any water user who is a member of either the North Snake Ground Water District or the Magic Valley Ground Water District, and who, in the event of a vote by shares at the annual meeting, wishes to vote his or her own shares, must notify the ground water district board and the water district in writing prior to the annual meeting. After all individuals have cast votes, any unvoted subdistrict shares may be cast by proxy by the Ground Water District Chairman as authorized under Idaho Code § 42-5224(7).

**WATER DISTRICT 130  
PROPOSED BUDGET 2018**

Date: February 6, 2018

***Administrative Charges for all diversions***

Watermaster Services	\$62,690
Financial Review	\$1,000
<i>Administrative Subtotal</i>	<u>\$63,690</u>
Estimated 2017 Carryover	\$20,300
<b>Recommended Administrative Assessment</b>	<b>\$43,390</b>

***Measuring and Reporting Charges for non-subdistrict only***

Watermaster Services	\$10,041
Clerical Staff	\$2,070
<i>Measuring and Reporting Subtotal</i>	\$12,110
Estimated 2017 Carryover	\$800
<b>267 POINTS @ \$45</b>	<b>\$12,015</b>
<b>Recommended M &amp; R Assessment</b>	<b>\$12,015</b>

<b>Total 2018 Budget</b>	<b>\$75,801</b>
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<b>Total 2018 Assessment</b>	<b>\$55,405</b>
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## WD130 2017 Budget Detail

### BASIC FORMULA

Base = rate X hours

Benefits = (Base X 0.21)+ insurance\*

Indirect = (Base+Benefits) X 0.403

\*Insurance Charge is \$13,100 per employee per year July 1, 2017 - June 30, 2018

\$11,650 per employee per year beginning July 1, 2018 - June 30, 2019

Insurance Charge pro-rated for WD fiscal year

\$12,259

% FTE

### Administrative Charges

#### Watermaster Salary - 50% FTE

		rate \$26.31	hours 840	50%
Base pay	\$22,100			
Benefits	\$9,591.83			
Indirect expenses	<u>\$12,772</u> (equipment and office expenses, etc)			
	\$44,464			
	\$51,534 plus leave allocation			

#### Watermaster Duties

Compliance, enforcement, and administration of water rights and mitigation plans  
Curtailement of unauthorized diversions  
Distribution of priority flows  
Oversight of subdistrict activity  
Database maintenance  
Device inspections and approvals, measurement audits  
Preparation of Annual Assessments and Report  
Supervision of support staff

#### Assistant Watermaster -

		rate \$23.48	hours 200	20%
Base pay	\$4,696			
Benefits	\$2,164.91			
Indirect expenses	<u>\$2,765</u> (equipment and office expenses, etc)			
	\$9,626			
	\$11,156 plus leave allocation			

#### Assistant Watermaster Duties

Compliance and enforcement assistance  
Curtailement of unauthorized diversions  
Distribution of priority flows

### Measurement and Reporting Charges

#### Watermaster

		rate \$23.48	hours 180	9%
Base pay	\$4,226			
Benefits	\$1,948.42			
Indirect expenses	<u>\$2,488</u>			
	\$8,663			
	\$10,041 plus leave allocation			

#### Watermaster Assistant Duties

Collection of annual diversion data  
Data Entry

#### Part-time Office Assistant

		rate \$12.66	hours 60	3%
Base pay	\$760			
Benefits	\$513.14			
Indirect expenses	<u>\$513</u>			
	\$1,786			
	\$2,070 plus leave allocation			

#### Office Assistant Duties

Receipting and Deposits  
Mailings  
Data Entry  
Filing

# **WATER DISTRICT 130 COST APPORTIONMENT FOR 2018**

**PROPOSED ADMINISTRATIVE ASSESSMENT- \$43,390**

**Consumptive diversions = \$21,695**

	<u>Total Avg AF</u>	<u>No. users</u>	<u>No. pods</u>	<u>Aggregate Share</u>	
WD130 Reporters	48,006	104	213	\$2,600 *	
WD130 Small Users		145	153	\$3,825 *	
A&B Irrigation District	175,603		188	\$3,783	
City of Rupert	4,731		45	\$102	
Magic Valley GWD	235,237	168	496	\$5,068	
North Snake GWD	189,926	296	912	\$4,092 *	
North Snake GWD Small Users		79	89	\$2,225	
	653,503		2096	\$21,695	<u>Cost/AF</u>
					\$0.022

\*Aggregate share for WD 130 non subdistrict reporters and small users was calculated by assessing each user the \$25 minimum.

**Nonconsumptive diversions = \$21,695**

	<u>Total Avg AF</u>	<u>No. users</u>	<u>No. pods</u>	<u>Aggregate Share</u>	
WD130 Non consumptive	3,039,877	23	54	\$21,695	<u>Cost/AF</u>
					\$0.007

**Total Average Diversions: 3,693,380 acre-feet**

**Total Reporting PODs: 2150**

**Total number of diversions reporting to WD 130: 267**

**Anticipated measurement charge for non-subdistrict diversions: \$45.00**  
**\$12,015.00**



**WATER DISTRICT 130**  
**FINANCIAL REPORT AND BALANCE SHEET FY2017**  
**February 6, 2018**

Beginning Cash Balance March 1, 2017	\$29,621.26
Total Bank Deposits March 1, 2017 to January 31, 2018	<u>\$44,128.44</u>
	\$73,749.70
Total Payments to IDWR February 2017 - June 2017	- \$25,314.38
Misc payments, refunds, bank charges	- <u>\$7.68</u>
	\$48,427.64
Cash on hand February 6, 2018	\$48,427.44
Due to IDWR July - December	- \$17,322.55
Expected due to IDWR January - February	- <u>\$10,000.00</u>
Estimated balance March 1, 2018	\$21,104.89
Measurement and Reporting Estimated carryover for 2017	\$800.00
Water District Administrative Estimated carryover for 2017	\$20,300.00

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